



CONSTITUTION

Revised: 10 June 2019

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St. Mary's Soccer

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ST. MARY'S SOCCER (SMS) is a volunteer organization that offers a recreational soccer program for children of all ages in St. Mary's County, Maryland.

ARTICLE I - NAME

The name of this organization will be St. Mary's Soccer Incorporated, herein referred to as SMS.

ARTICLE II - PURPOSE

SMS, an independent league, is affiliated with the Maryland State Youth Soccer Association (MSYSA) and the St. Mary's County Department of Recreation and Parks in order to provide soccer programs that help county children develop and grow through participation in soccer. SMS shall adhere to the rules and regulations of the MSYSA. The organization intends to teach children the fundamentals of soccer, the principles of good sportsmanship, the responsibility of team participation, and to encourage players to have fun playing soccer. SMS is a 501(c) (3) non-profit organization.

ARTICLE III - PROGRAMS

SMS programs emphasize having fun, teaching and developing soccer skills and tactics, and promoting good sportsmanship. The seasonal year shall conform to the MSYSA seasonal year. Each program shall be administered in accordance with By-laws approved by the Executive Board of SMS:

- 1) **Kiddie-Kick Program (U04/U05KK):** The Kiddie-Kick program was established for our youngest players to get their first taste of soccer. The program is all about fun and friendship, and letting the youngest players get a chance to experience the game. Kiddie-Kick runs on a shorter schedule than the other programs, providing a six to eight-week clinic format with no organized teams or practices. Kiddie-Kick will run for one hour during six to eight weeks of the regular SMS season. Parental supervision is required for all participants.
- 2) **Academy Program (Rec U06-U08):** The Academy program was established for the purpose of not only developing our youngest players but to also develop our newest coaches. Players will meet with their coaches on their respective Academy nights to run through practice sessions provided by SMS. Mentors will be assigned to the field to assist coaches in learning and demonstrating activities. Weekend games will be played in a 4v4 format with the coach on the field and no referees. Academy sessions will run for one hour during six to eight weeks of the regular SMS season. U08 division will have an additional night on their own with their respective coach. Parental supervision is required for all participants.

- 3) **Recreational Program (Rec U10-U18):** The recreational components of SMS will emphasize fun and the development of basic soccer skills. SMS Recreation teams are COED, and will play other SMS Rec Teams in the same age group. The intent of this program is to maximize player touches during games and practice in a pressure-free, fun environment, while players develop their soccer skills.
- 4) **Recreation-Plus Program (RecPlus U08-U18)** - The Recreation-Plus component of SMS, an intermediate level of play, will emphasize fun and the development of intermediate level soccer skills, while providing a more competitive environment than the Recreation Program. The intent of this program is to maximize player touches during games and practice in a pressure-free, fun environment. RecPlus teams will play SMS teams and teams from local soccer clubs who have been admitted to play RecPlus.
- 5) **Travel Program (U09-U18)** – The Travel Program, the most competitive level of play, will emphasize fun at the highest competitive level to include advanced skills and techniques, tactical awareness, and sportsmanship. Teams shall participate in travel league(s) and tournaments outside of SMS administration. The intent of this program is to give players of greater experience, ability, and/or desire, the option to further their development and enjoyment of soccer by providing the opportunity to compete against similar teams and to present such players increased soccer knowledge.
- 6) **Tri-County Futsal** – Futsal® (Five-a-Side Soccer) is played on indoor basketball courts without the use of sidewalls. The priority in Futsal is to encourage players to have fun in an environment that is conducive to learning soccer skills. Futsal is a fast paced game that allows players to frequently touch the ball, presents many opportunities to score goals, regain possession of the ball, maximize active participation and minimize inactivity and boredom.
- 7) **Street Soccer** – Street Soccer is a drop-in set of small sided pick-up games. There are no coaches, no referees & no instruction. Street Soccer consists of pick-up style soccer games for players aged U06 to U14, where everyone plays, all of the time, in small-sided, short duration games. There will be supervision by a few coaches, but it will be a relaxed atmosphere in which the players play for fun. The object of this program is to give kids unstructured soccer playtime with "silent" sidelines, similar to backyard games with their friends. Because the game of soccer is the best learning tool, pick-up games offer an enjoyable way for kids to play soccer and interact with other kids. These games are intended to “replace” the pick-up games we all grew up with. Everyone, regardless of skill level, can play. Small-sided games allow players to get plenty of time with the ball and to try new things without fear of making a mistake.

ARTICLE IV - MEMBERSHIP

Membership in SMS shall consist of elected and appointed officers, coaches, assistant coaches, and parents or guardians of registered players. Players shall not be considered as members. The payment of a player’s registration fee, which shall be collected at the beginning of each season and used for the operating expenses of the organization, shall constitute membership in SMS for that season. Members are invited to attend general meetings as defined in Article X.

ARTICLE V - SMS GOVERNING BOARD

SMS shall be governed by a Governing Board. The Governing Board shall be responsible for the overall operation of SMS, including: financial administration, schedules, fund raising, field assignment, field preparation, providing referees, publication of information of league interest, special events, liaison with MSYSA, the St. Mary's County Department of Recreation and Parks and any other organization that may be necessary. In addition, the Governing Board shall serve as the nominating committee for league officers for the following year. The Board shall consist of both elected/voting members (officers) and appointed/non-voting members. Individuals may not concurrently hold more than one elected/voting position on the Board. Elected/voting members may concurrently hold one appointed/non-voting position on the Board. Board meetings and voting procedures are defined in Article IX. In the case of a change in board membership at the end of the year, the outgoing Board shall turn over all material necessary for the continued operation of SMS to newly elected Board Members.

ARTICLE VI – EXECUTIVE BOARD

There shall be 7 Elected/Voting Board Members who will comprise the Executive Board. The Executive Board will consist of the following positions: President, Vice President (Kiddie Kick/Academy), Vice President (Recreation), Vice President (Rec Plus), Vice President (Travel), Secretary, and Treasurer. Members will be elected by the general membership at a general meeting held at the end of the Spring season: Each elected/voting member will serve a term of three years. To ensure continuity, all position shall be elected on a triennial basis. The President, Vice President (Travel), and Vice President (Kiddie Kick/Academy) shall be elected in year one; the Vice President (Recreation) and Secretary shall be elected in year two; the Vice President (Rec Plus), and Treasurer shall be elected in year three. No SMS President or Vice President shall be elected without having prior Governing Board service. The Vice President (Travel) shall be nominated in accordance with the Travel Program by-laws and shall be the only candidate eligible for election to that position. Terms of all officers shall begin 30 days following election. Officers may be re-elected to the same or another position. Members elected shall be responsible for the duties as described below:

- President – Responsible for overall successful operation of the club; schedules and presides at meetings, is responsible for liaison with the MSYSA, the St. Mary's County Department of Recreation and Parks, and any other organizations as necessary; publicity and public relations, and coordinates all aspects of the program. Approves league expenditures, signs checks drawn on SMS checking accounts, and signs documents on behalf of SMS.
- Vice President (Recreation) – At the request of the Executive Committee, assumes the duties of the President in his or her absence. Organizes and is in charge of registration for Recreational teams. Appoints Division Managers and ensures teams are formed in a timely manner following completion of registration. Works directly with other members to coordinate special projects including, but not limited to, parents/coaches games, coaches' games, end-of-season special events or league parties as required or assigned.
- Vice President (Kiddie Kick/Academy) – At the request of the Executive Committee, assumes the duties of the President in his or her absence. Organizes and is in charge of registration for Kiddie Kick and Academy teams. Appoints Division Managers and ensures teams are formed in a timely manner following completion of registration.

- Vice President (Rec Plus) - Organizes and is in charge of registration for Rec Plus teams; liaison with soccer clubs outside of SMS who are participating, or desire to participate, in Rec Plus.
- Vice President (Travel) - responsible for liaison with SMS and the leagues in which Travel teams shall play, and any other organization as necessary for select programs. He or she shall coordinate all aspects of the Travel Program.
- Secretary - Takes minutes at all meetings, coordinates internal communications, maintains current addresses and telephones of league officials, and maintains the official roster of each team. Responsible for coordination of background checks as required by St. Mary's County Department of Recreation and Parks.
- Treasurer - Oversees budget and ensures it is updated and reviewed annually. Coordinates with Director of Operations or their designee, pertaining to the ordering and purchasing of equipment (goals, nets, balls, patches, uniforms, field lining supplies, etc.) Reports the league financial status to the President on the first day of the month during each soccer season, submits financial reports at all general meetings, and provides recommendations for establishing fees necessary to sustain the league prior to registration each season. Works with the club accountant to maintain the SMS accounting records, ensures approved league expenses are promptly paid, and signs checks drawn on all SMS checking accounts.

ARTICLE VII – APPOINTED/NON-VOTING BOARD MEMBERS

Non-voting members shall be appointed by the President to serve on the SMS Governing Board. Positions and duties identified below may be changed or modified at the discretion of the Executive Board. Appointed positions will serve a term of 1 year and are identified in the major bullets below:

- Professional Staff - are at-will employees of St. Mary's Soccer and listed as follows:
 - Director of Operations – Responsible for the day-to-day operations of SMS. Coordinates with the SMS President and other VPs to produce an annual schedule for SMS, including, but not limited to, registration dates, game days, training events, picture days, etc. Ensures sufficient uniforms and other items are on hand prior to each season's first game day. Oversees the Scheduler and Field and Equipment manager in the execution of their duties.
 - Registrar – Facilitate setting up Registration site each season and manage the registration process for each participant and volunteer. Facilitates registration for special events such as Target United Cup, Clairs' Cup. Supports Special Events Coordinator with Rec Showcase players list.
 - Director of Training - Support technical development of coaches and players for the entirety of the club. Set up and coordinate all coach and player clinics sponsored by SMS. Maintain records of coaches' credentials and experience.
 - Referee Assigner - Schedules referees for games, calculates referee pay and reports it for disbursement coordinates scheduling of ref training and assists in resolving issues with SMS referees.
- At-Large Members - Each Vice President may at their discretion, nominate for appointment, one Member At-large to assist him or her with the execution of their duties.

At-Large members may also fill any of the appointed duties in addition to assisting their respective Vice President.

- Scheduler(s) – Reports to the Director of Operations and is responsible for coordinating field loading and developing game schedules and reschedules for Recreation and Rec Plus games as well as Target/Clairs' Cup and FUSAL. The various schedule areas may be supported by multiple individuals as needed.
- Field and Equipment Manager - Reports to the Director of Operations and will act as the primary point of contact with St. Mary's County Department of Recreation and Parks to schedule practice fields and assign them to coaches. No other member of SMS is authorized to schedule fields without the expressed written concurrence of the SMS President. Ensures game fields are maintained, marked, and ready for play. Coordinates use of and maintains and inventory of equipment required to maintain fields. Provide requirements for additional equipment purchases to the Director of Operations. May at their discretion establish a sub team as necessary to ensure, fields are lined, goals are netted and maintained and corner flags are in good working order prior to and throughout the season.
- Division Mangers - Assist the Vice President (Recreational and Academy Divisions) in the registration of players, obtain necessary coaches, form teams within their division, and distribute and collect league equipment and uniforms provided to coaches.
- Communications Manager – Reports to the Secretary and ensures that all SMS events are properly advertised in local media. Produces the SMS Newsletter. Works with media and is aware of any special events and invites them to provide coverage. Writes/approves/edits all news releases concerning any/all SMS events. Works with website provider to maintain the SMS website and will be the primary person to place information on the main page. Ensures that SMS president is aware of any information being provided for publication.
- Tri-County Futsal Coordinator – Works directly with other SMS board members (executive and appointed) to register and schedule indoor programs. Five-A-Side-Teams (FAST) will be designed for the recreational player. Futsal is geared to the select/travel/RecPlus level player. Works closely with Director of Training to ensure appropriate level of competition is considered when developing programs for indoor play during the winter.
- Special Events Coordinator – Works with the Executive Board to coordinate and promote special events. Included are: affiliations with DC United and other professional sports teams, tournaments including; Target United Cup, Rec Showcase games, and any other tournaments that may be developed, and sponsors such as Dick's Sporting Goods. Duties will also include recruiting and scheduling volunteers to support those special events.
- R&D Chairman – Responsible for ensuring all club ByLaws and Modified Laws of the game are current and reviewed annually with the Board of Directors for any updates. Presides over a review board should any incident that may require disciplinary action to be taken by SMS against any player, team official or team which failed to abide by the Laws of the Game, the SMS Constitution, By-Laws or League Rules. This review board will be conducted with a pre-determined committee of two (2) investigates. The R&D Chairman shall keep appropriate records of all such actions and those records may be used as the basis for future disciplinary action.
- Head Referee - Recruits and provides training for referees, and resolves disputes.

- Past President/Vice President - Provide advice and guidance to the Executive Board. This position has no voting rights.
- [Position] Elect - upon completion of the 2nd year of the current term of a sitting Executive Board member, the Executive board may choose to nominate a [Position] Elect by a simple majority vote. The [Position] elect will serve a under their respective Executive Board member for a minimum period of 6 months with the intention of resuming the office upon the completion of that Executive Board members term through election by the members at a general meeting. The [Position] Elect will have no voting rights beyond any current voting position that they may already hold.

ARTICLE VIII - REPLACEMENT OF ELECTED OR APPOINTED BOARD

MEMBERS

In the event that any elected or appointed member is unable to complete the full term of office, replacements may be made as follows. An elected member may be replaced, via a special election, held at the first Board meeting following the resignation of the officer, by a simple majority of the Board members present. The newly elected member will serve the remaining term of the departing member. For an appointed member, the President may make the new appointment and advise the Board at the next scheduled Board meeting. In addition, the President may request the resignation of any officer for failure to perform duties, failure to attend at least five Executive Board meetings per year, or if that officer is involved in what is considered inappropriate conduct, either within the organization or outside the organization or any subsequent investigation reveal that the officer has acted in a manner inappropriate to SMS, illegal in anyway, or detrimental to the youth in the program. In the event the President wishes to dismiss an officer from the Board, he or she shall notify all members of the Board in writing, at least seven days in advanced of the scheduled Board meeting. The individual in question shall be given the opportunity to speak to the Board in his or her defense. The Board may dismiss the individual by a 3/4 vote of the Executive Board as defined in Article VI. The President, at his/her discretion, may suspend an Executive Board or Governing Board member pending the results of an investigation. The President may, at his/her discretion, appoint an interim officer at any time a position is vacant to perform the duties of the office until the next scheduled Board meeting. A five (5) member majority of the Executive board may suspend the President pending the results of an investigation and subsequently request the resignation of the President for failure to perform duties or if the President is involved in what is considered inappropriate conduct, either within the organization or outside the organization or if any subsequent investigation reveal that the President has acted in a manner inappropriate to SMS, illegal in anyway, or detrimental to the youth in the program. Should the removal of a President be necessary, the Executive board will appoint a new President who will serve the remaining term of the departing President.

ARTICLE IX - INVESTIGATIONS

The SMS Executive Board shall be empowered to conduct such investigations of members of this league to establish that they are in compliance with all the financial obligations and the fair and equitable promotions, development and administration of soccer as written in the SMS Constitution and by-laws. If such investigation reveals that the member has not complied with the rules of this League, the SMS Executive Board shall adjudge the member to be NOT in good

standing and shall impose such penalties and sanctions to bring the member into compliance with the precepts of this league. The President has authority to take any of the following action(s) for any violation of the SMS Constitution/By-Laws or in response to a red carded Player, Coach or member as deemed appropriate:

- Initiate an investigation by one or more members of the Executive Board (excluding the President).
- Convene a three member or more Review Board using Executive Board members (excluding the President) to review the incident or review the findings and recommendations of other investigative individuals or committees initiated by the President as stated above.
- Convene the Executive Board at a special meeting to review, investigate, or impose such penalties, sanctions, and or training requirements necessary to make the Parent, Player or Coach aware of the fundamental responsibilities they must adhere to as a member of SMS.

ARTICLE X - MEETINGS

SMS Meetings shall fall into one of the categories below:

- General - General meetings shall be open to all members of the organization as defined in Article IV, including interested members of the community. At least one general meeting shall be held each year. The general meeting shall be called by the President and the time and place of the meeting shall be posted on the SMS Web site at least fourteen days in advance of the scheduled meeting date. The agenda for the meeting will be established by the President and the President shall preside over the meeting. Any individual or organization desiring to introduce new business shall notify the Secretary or President at least seven days in advance of the scheduled meeting. Officers will be elected at the General Meeting. Only members, as defined in Article IV, may vote for officers and each family shall have only one vote. The Executive Board will make nominations for officers; no additional nominations may come from the floor. Election of officers shall be by simple majority vote.
- Executive Board – Executive Board meetings will be held monthly during each season. Additional meetings may be held at the President's discretion in order to resolve specific issues.
Board members will focus on schedules, finances, fee setting, relations with the MSYSA and St. Mary's County Department of Recreation and Parks, and other business which may need to be brought before a general meeting. It shall be the responsibility of the Board to maintain the financial solvency of SMS and focus on the primary purpose of SMS as defined in Article II.
- KK/Academy, Recreation and Recreation Plus - Vice President(s) will hold meetings as needed to discuss items pertaining to their Programs. These meetings will be presided over by the appropriate Vice President who will set the agenda. Executive Board members can attend the meetings at their discretion or at the request of the VP Rec.
- Travel Program – The Vice President (Travel) will hold monthly meetings to discuss items pertaining to the Travel/Select Division. These meetings will be presided over by the VP

Travel who will set the agenda. Executive Board members can attend the meetings at their discretion or at the request of the VP Travel.

ARTICLE XI - DISSOLUTION OF SMS

In the event of dissolution of SMS, the residual assets of the organization shall be remitted to the St. Mary's County Department of Recreation and Parks. Should this organization be followed by another organization which adheres to the same purpose as SMS, it shall be the responsibility of that organization to petition St. Mary's County for control of those residual assets.

ARTICLE XII - AMENDMENTS

Constitution - any proposals to modify or motions to change this constitution shall be presented to the Secretary in writing not less than 30 days prior to a general meeting. The proposed amendment shall be advertised to the general membership not less than 7 days in advance of the general meeting via the SMS website. The proposed amendment must be read aloud at the general meeting and may be accompanied by a comment from the Executive Board. A vote of three-fourths (3/4) of the members present will be required to carry the amendment.

RECORD OF CHANGES:

June 2012:

- Typographical corrections
- Replaced "AGC" with "Team Builder" in Article VI
- Revised description for Special Events Coordinator in Article VII;

August 2013

- Update Age Group Limits
- Update Board Members June 2014
- Change the club name from St. Mary's Youth Soccer to St. Mary's Soccer (global change)
- Change SMYS to SMS (global change)
- Reflect the changes in the structure and composition of the Executive Board.

June 2015

- Revisions to reflect the merger of the Northern Soccer League with St. Mary's Soccer.

June 2019

- Article III – added the Academy Program
- Article VI – Restructured the Executive Board to reduce the number of elected officers from 15 to 7.
- Article VII – Restructured Appointed Members coincident with the Executive Board structure.

- Article VII - Reorganized section to group Pro-staff together and volunteers together and added the [Position] Elect. Added clarity to top level job descriptions for each.
- Article VIII – Increased board meeting attendance requirements to a minimum of 5 meetings per year for Executive board members
- Article VIII – Changed dismissal requirement of an officer from $\frac{3}{4}$ of board members present to $\frac{3}{4}$ of Executive Board members.
- Article VIII – Added process for removal of a President